

EVERGREEN ACADEMY OPT STAFF GRANT APPLICATION

Applicant must meet the following requirements to be considered for a grant:

- Be a current member of the Evergreen Academy Staff
- Check with the principal to confirm that no other sources of funding are available for this request
- Receive sign-off from the principal on your proposed use of funds (signature on application)
- Complete the application and turn it into the OPT mailbox in the mail/copy room (incomplete application will not be processed; attach a page if more space is needed for the answers)
- Be willing to present an overview of how grant funds were used to the Board of Directors (some requestors may be asked to present an overview of the use of funds to the OPT General Assembly)

All staff grant requests will be reviewed within two weeks of their submission. A two-third majority vote of the Board must take place in order for a grant to be approved. Please list as many details as possible, including price breakdown of items/services, vendor information, and websites. If the Board has additional questions, you may be contacted via email or further information/clarification.

Date:		Amount Requesting:	
Applicant Name:		Applicant Position:	
Applicant Email:			
Co-Applicant Name:		Co-Applicant Position:	
Co-Applicant Email:			
Title of Grant			
Benefactors			
Intended Fund Use			
Please list as many details as possible. Attach a page if necessary.			
PRINCIPAL SIGNATURE: _____			
Preferred Method of Funding			
☐ OPT to submit payment directly ☐ Staff member to pay and seek reimbursement			